

<b>Meeting Notes</b>	<b>Date:</b> March 1, 2016 <b>Time:</b> 9am <b>Agency:</b> Office of General Services, Business Services Center <b>Location:</b> Building 5, Harriman State Campus, G-8 <b>Topic:</b> BSC Finance Customer Forum for Accounts Payable and Purchasing
<b>Organizer:</b> BSC Finance Services	
<b>Attendees:</b> BSC Finance Customer Agencies	
<b>Notes</b>	
<p><b>P-Card Administration Updates</b>  Incorrect "Ship to Addresses": Agencies are reminded that when staff is making a credit card purchase, they need to change the ship to address. When ordering, the Bill to Address is carrying over to the Ship to Address field and the BSC is receiving the packages. BSC Customer Care recently sent out a reminder notice.</p> <p><b>Change in Agency Security Administration</b>  An announcement went out to small agencies that have been utilizing the BSC as their ASA that the BSC will no longer be providing this service. Agencies will be responsible for this role, including updating SFS mapping for individuals requesting a procurement card.</p> <p><b>15 Day Prompt Payment Program</b>  BSC is working with SFS, OSC, ITS and OGS Legal Services on implementation of this legislation.</p> <ul style="list-style-type: none"> <li>• New York State Small Businesses with 200 or fewer employees who submit electronic invoices; paper invoices submitted will be paid in 30 days.</li> <li>• Target date is December 2016 but may be delayed to June 2017</li> <li>• SFS will be putting an indicator in the system for small businesses; there will not be an indicator in FileNet.</li> <li>• Small businesses will be able to self-certify that they qualify for 15-day payment.</li> <li>• BSC will be working with Accustaff on a pilot program.</li> </ul> <p>Agencies are asked to let the BSC know of any reporting needs they will have for transactions processed under the 15 day process by contacting Mary Zaremba at <a href="mailto:mary.zaremba@ogs.ny.gov">mary.zaremba@ogs.ny.gov</a>.</p> <p><b>FileNet Enhancements and Rollout Dates</b></p> <ul style="list-style-type: none"> <li>• Per email that went out in January, 2016, there will be additional status options added.</li> <li>• Once final approval is obtained, enhancements will roll out sometime after fiscal year end.</li> </ul>	
<p><b>Accounts Payable Updates</b></p> <ul style="list-style-type: none"> <li>• Fiscal Year End: The BSC year end website contains dates, reference information, key year-end information, suggested agency activities, and frequently asked questions (FAQs). For emergency payments, e-mail <a href="mailto:BSCyearend@ogs.ny.gov">BSCyearend@ogs.ny.gov</a>.</li> <li>• Postage Payment Process: as of August 2015, postage machine replenishment payments do not require a PO. Agencies should submit a Claim for Payment and submit to <a href="mailto:accounts.payable@ogs.ny.gov">accounts.payable@ogs.ny.gov</a>.</li> <li>• Stop the Clock Letters: Used to update the MIR date when goods received are defective; the BSC will send a stop the clock letter upon appropriate agency notification within 15 days.</li> <li>• HBITS Invoices: The BSC has dedicated staff working on these and prioritize.</li> </ul>	

- Interagency invoices sent to Agency Review asking for coding when Speed Chart is already provided. The BSC is training staff on how to use the speed charts to avoid this from occurring.

### **Purchase Service Line Updates**

- Fiscal Year End: Deadline is March 22; the BSC will process up until that date as long as budget and PSP checks pass. After March 22<sup>nd</sup> we will continue to process first in first out until the system goes down.
- SFS Closing of POs: SFS will be closing the POs per OSC Advisory Number 25.  
[http://www.osc.state.ny.us/agencies/operational\\_advisories/index.htm](http://www.osc.state.ny.us/agencies/operational_advisories/index.htm).
- Weekly Aging Report: Sent to Customer Agencies on Wednesdays and reports items aged 5 days or more pending agency response. Agencies are asked to respond with direction on each of the items. Agencies are also asked to indicate the Department ID as the first piece of information on line 1 of the requisition so that it is picked up by the query.
- Category Code Impact on Account Code: When using OGS Contracts, agencies were using old category codes and the BSC was updating the category codes to match the contract in order to be able to align the PO to the contract, resulting in the account code changing. To avoid this, agencies are asked to look up the correct category code from the contract when entering a requisition. There are multiple paths and we can send out a list of these paths.
- Update Receiving Required: Agencies are asked to submit the bill of lading with as much information as possible. Multiple trainings are available for Receiving via SLMS. Training list is available via the BSC website: <https://bsc.ogs.ny.gov/training-events>.
- Processing Times: Complete requisitions are being processed in 3 days; incomplete packages are being processed in 5 days.
- Updated Purchase Requirement Charts: <https://bsc.ogs.ny.gov/content/purchasing>.
- BSC Buy Desk: Currently under development, no forms are required for approval. For guidance through this process, use the following email: [ogs.sm.BSC\\_IFBs@ogs.ny.gov](mailto:ogs.sm.BSC_IFBs@ogs.ny.gov).
- Purchase Order Changes Notices for Standalone are to be e-mailed to [ogspurchasingunit@ogs.ny.gov](mailto:ogspurchasingunit@ogs.ny.gov). Purchase Order Change Notice for Contracts are to be e-mailed to [Contractpos@ogs.ny.gov](mailto:Contractpos@ogs.ny.gov). Please be specific on changes you are requesting which includes dollar amounts of resultant change instead of general liquidation.
- PO Actions including adding/reducing money or changing coding: The turnaround times is about a week and hope to have it down to two days by the end of this week. Please mark if the change order needs to go to the vendor.
- Certain budget errors have been delaying PO processing. The error message is "budget is closed". The BSC is working with SFS on this error.
- When submitting a list for multiple coding changes and liquidations, agencies are asked to group multiple changes to the same together.
- When a standalone PO is either canceled or reduced to what has been expended, edits cannot be made to the PO. No further action is needed.